

## Aoyama, Joyce

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**From:** Aoyama, Joyce  
**Sent:** Monday, August 04, 2014 2:54 PM  
**To:** Holman, Alvin  
**Cc:** Szerlog, Michael; Kahlo, Meaghan  
**Subject:** RE: Records Schedule 205c (tentatively to be rescheduled as the new 203)

**Categories:** Record Saved - Shared, Blue Category

Alvin,

Like I mentioned today, if you enter the closed date at the application process, we can probably set a tickler or do a work around on the From Date. If the dates are different from the anticipated schedule, we can adjust them at that time. Does that sound like what you need to do?

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CON-078  
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**From:** Holman, Alvin  
**Sent:** Monday, August 04, 2014 9:27 AM  
**To:** Aoyama, Joyce  
**Cc:** Szerlog, Michael  
**Subject:** Records Schedule 205c (tentatively to be rescheduled as the new 203)

Attention: Joyce

The OETPA-ARU Unit is now concentrating on reviewing and updating the entire schedule 205c records (the largest volume of records that we've had historically). We have determined that we will be able to add to the VE label any **action date** that a record file may have received (i.e. date of permit issuance, denial, etc.)...we know that the retention time (10 years starts with whatever "action date" is identified). In concept we would like to investigate how we may be able to bridge information we receive from the DARTER system if that is feasible.

We would like to explore with you how, and/or if, the VE system may be able to generate for us an automatic notification of when a 10 year retention date has been reached so that we will have the capacity to destruct the files in a most timely fashion (which has been an inherent problem/weakness in our records management processing for this record schedule).

I will send out an invitation for both you and Michael Szerlog to schedule a "brainstorming session" to discuss whatever possibilities that may exist.

FYI

Alvin Holman, SEE Records Management Specialist  
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